

# Retired Certificate Renewal Application

## Board of Accountancy Washington State



**Mail to:**  
Washington State Board of Accountancy  
PO Box 43123  
Olympia, WA 98504-3123

(360) 664-9191  
[www.cpaboard.wa.gov](http://www.cpaboard.wa.gov)

### Personal Information (Please Print)::

Name:  Retired Certificate #:

Address:

City, State, Zip:

Daytime Phone:  Email Address:

To change your name and/or order a replacement 9"X12" wall document, complete the Name Change/Wall Document Replacement Affidavit form found on our website. **If you have changed your address, you must notify the Board in writing within 30 days (WAC 4-25-550).**

### To Renew Your Retired Washington State CPA Certificate Complete This Section:

List all states or foreign jurisdictions where you hold or have applied for a CPA certificate, permit or license (attach additional pages if necessary):

State/Foreign Jurisdiction:  Number:

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**If you are unable to sign the following certification, contact the Board at (360) 664-9191.**

**Certification:** I certify under the penalty of perjury that the information on this form is true and correct, and that since the retirement of my Washington State CPA certificate, I have not used the title CPA, CPA-Inactive or CPA-Retired; and that I fully complied with the CPE requirements of WAC 4-25-830(1)(b), WAC 4-25-831 and WAC 4-25-833. I also certify under the penalty of perjury that since the retirement of my Washington State CPA certificate, I have **NOT** been:

- Barred from practice before any government agency (foreign or domestic);
- Subjected to a disciplinary action by another state Board of accountancy or other licensing body (foreign or domestic);
- Declared by court of competent jurisdiction, (foreign or domestic), to have committed an act of negligence, fraud, or dishonesty or other act reflecting adversely on my fitness to represent myself as a CPA; or
- Convicted of a felony.

Signature:  Date:  Renewal Fee: **\$200\***

Location:

(City, State or Province, Country)

\*Make checks payable to: Washington State Board of Accountancy, PO Box 43123, Olympia, WA 98504-3123.  
All fees must be in U.S. currency and drawn on a bank with a U.S. bank affiliate listed on the face of the check or money order.

## INSTRUCTIONS:

To qualify to renew your retired CPA certificate you must meet the CPE requirements of [WAC 4-25-830\(1\)\(b\)](#) and [WAC 4-25-831](#) and the supporting documentation requirements of [WAC 4-25-833](#). Please ensure you carefully review and comply with those requirements. [Please note: Making false or misleading responses during the application process constitutes basis for the Board to deny, suspend, or revoke a CPA certificate and to impose a fine plus the Board's investigative and legal costs in bringing charges.]

To apply to renew your retired CPA certificate you must complete and submit this form and the full renewal fee.

Please be advised, per Washington State statute, applications are not complete, and therefore cannot be processed until all information and fees are received.

**Please do not submit any CPE documentation with this form.** The Board performs random audits to determine compliance with the CPE requirements. Should you be selected for audit you will be required to provide supporting documentation at that time.

Prior to processing your application the Board may require additional information. **Upon approval of this application, your certificate status will be posted to the Board's [website](#) and a postcard confirming the renewal of your certificate will be mailed to the last address you provided to the Board.** To monitor the status of your application, we suggest you utilize the [Licensee Search](#) function on the Board's website: <http://www.cpaboard.wa.gov/>. Normally, within 24 hours of the Board's approval of your certificate renewal application, your name and certificate status will be posted to the Board's website and accessible via the [Licensee Search](#).

After your certificate is renewed you may begin using the title "CPA-Inactive." Certificateholders are required by Washington state law and Board rule ([WAC 4-25-735](#)) to use the title "CPA-Inactive." Certificateholders must print or display the word "Inactive" immediately following the CPA title whenever the CPA title is printed on a business card, letterhead, or other document including documents published or transmitted through electronic media, in exactly the same font and font size as the CPA title. However **you may not use the title "CPA-Inactive" if you are offering accounting, tax preparation or advisory, management advisory, consulting, or similar services to the public.**

The Board's rules are posted on: <http://www.cpaboard.wa.gov/>. If you have questions regarding this application, please contact the Board at: 360-664-9191.

The Board of Accountancy has implemented an electronic newsletter alert process - WBOA-News. The Board recommends that you subscribe to WBOA-News at <http://listserv.wa.gov/archives/wboa-news.html> to receive prompt notice of Board meetings, anticipated and/or actual statute, rule and policy changes, etc.

Please be advised the Board of Accountancy is required to comply with the Public Disclosure Act Chapter 42.17 RCW. This act establishes a strong state mandate in favor of disclosure of public records. As such, the information you submit to the Board, including personal information, may ultimately be subject to disclosure as a public record.